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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

August 8, 1944

MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. GX-36

To: Regional and Area Meat Grader Supervisors

From: Fred J. Beard, Market News and Grading Division
Office of Distribution, W.F.A. *FJB*

Subject: Submission of Travel Vouchers

The Finance Office has questioned from time to time vouchers submitted by some of the meat graders where it was indicated that travel was performed outside of the ordinary hours of duty.

In order to forestall this procedure and expedite the processing of vouchers, it is suggested that all graders be instructed to insert a paragraph in the body of their expense account reading somewhat as follows:

"In connection with the grading of meats for the industry, the unusual starting hours shown on this account are necessary in order that my hours of work may conform to those of the Packing industry where the grading services must be performed."



